



City of Nashua

Central Purchasing
229 Main Street - Nashua, NH 03060

(603) 589-3330
Fax (603) 589-3344

August 10, 2015

Request for Proposals

RFP0265-090115

PUBLIC HEALTH & COMMUNITY SERVICES FACILITY COST ESTIMATION AND SITE SELECTION SERVICES

The City of Nashua is soliciting proposals from professional architectural/engineering/real estate consultants for services to assist City Officials in replacing the City of Nashua Public Health and Community Services Facility located at 18 Mulberry Street, Nashua NH. The services provided will include evaluation of programming needs, review of specific sites and assistance with project next steps.

Submittal Instructions

Proposals must be submitted with one (1) original and four (4) copies and one (1) CD/DVD (with all data consolidated into the fewest possible number of files, and all files named appropriately for easy identification) in a sealed envelope to the Purchasing Department, 229 Main Street, Nashua, NH 03060 by 3:00 p.m. on Tuesday, September 1, 2015. Envelopes must be marked "RFP0265-090115 Public Health & Community Services Facility Cost Estimation and Site Selection Services". Postmarks or other timestamps will not be accepted in lieu of actual delivery to City Hall by the deadline. The firm can use whatever delivery mechanism it chooses as long as it remains clear that the firm is responsible for submissions prior to the date and time.

There will be a **NON-MANDATORY pre-bid conference at 10:00 a.m. in room 208 at City Hall, 229 Main Street, Nashua, NH on Monday, August 17th, 2015.** The meeting is an opportunity for the City to overview the project, objectives and participants to request additional information directly from City staff managing or participating in the project. Additional information provided at the meeting will also be provided by Addendum. **You or your representatives are not required to attend this meeting.**

Further details are available on the City's web site, www.nashuanh.gov, under Citizens Favorites, Current Bid Opportunities and document RFP0265-090115.

The successful firm/individual will be required to provide insurance certificates with the City of Nashua named as an additional insured. Nashua requires \$1,000,000 General Liability per occurrence; \$2,000,000 aggregate; \$1,000,000 Professional Liability; \$1,000,000 Combined Single Limit Automobile Liability; and Workers' Compensation Coverage. A performance bond will be required equal to the amount of the contract.

The City of Nashua reserves the right to reject any and all proposals in whole or in part on any basis without disclosure of a reason; to negotiate with any party; to waive informalities or defects in proposals or accept such proposals as it shall deem in the best interests of the City.

The City of Nashua assumes no liability for the payment of costs and expenses incurred by any bidder in responding to this RFP. All proposals become the sole property of the City of Nashua. This RFP is not a contract and shall not be interpreted as such but rather serves as an instrument through which proposals are solicited.

A project timeline is as follows:

<i>Description</i>	<i>Date</i>	<i>Time</i>
Non-Mandatory Pre-Bid Conference	Monday, August 17, 2015	10:00 a.m. in Room 208 at City Hall, 229 Main Street
Deadline for Proposer Questions	Friday, August 21, 2015	3:00 p.m.
Answers/clarifications posted	Tuesday, August 25, 2015	3:00 p.m.
Proposal submittal date	Tuesday, September 1, 2015	3:00 p.m.


Address all communications concerning this Request for Proposals in writing to:

Thomas F. Galligani, Jr., Economic Development Director
City of Nashua
229 Main Street
Nashua, NH 03060

Email: galliganit@nashuanh.gov

Pursuant to NRO 5-78 (F), the Purchasing Manager shall not solicit a bid from a contractor or firm who is in default on the payment of taxes, licenses or other monies due to the City. Therefore, this bid request is void for anyone who is in default on said payments.

Respectfully,



Dan Kookan
Purchasing Manager
City of Nashua
kookend@nashuanh.gov

CITY OF NASHUA REQUEST FOR PROPOSALS

RFP0265-090115

PUBLIC HEALTH & COMMUNITY SERVICES FACILITY COST ESTIMATION AND SITE SELECTION SERVICES

SECTION 1: SUMMARY

The City of Nashua is soliciting proposals from professional architectural/engineering/real estate consultants for services to assist City Officials in replacing the City of Nashua Public Health and Community Services Facility located at 18 Mulberry Street, Nashua NH. The services provided will include evaluation of programming needs, review of specific sites and assistance with project next steps.

All proposals must be delivered to the address specified by 3:00 p.m. on Tuesday, August 1, 2015.

SECTION 2: BACKGROUND & PURPOSE

The City of Nashua is currently seeking to build, acquire or lease a facility for the Division of Public Health and Community Services.

The existing facility, located at 18 Mulberry Street has been the home to the Division since the early 1970's. The property includes a 15,000 sq. ft. former school, which was built in 1906. The building contains two stories, plus a basement, which is occupied entirely the Division. The building is old and requires significant ongoing maintenance. Basic building systems are not adequate for running a modern public health facility. The building is not fully accessible to individuals with a disability and is otherwise functionally obsolete.

The replacement facility will support the current and future operations of the Division. The City has developed a list of siting criteria and identified a number of options for housing the current and future needs of the Division. The City has considered acquiring privately owned sites for new construction, building a new facility on City-owned property, and leasing or acquiring existing space from private property owners. It is a stated goal of the City to identify a solution that:

- meets the current and future operational needs of the Division;
- is located in a setting that is convenient to its current and future clients; and
- is a cost effective option when considering all facility lifecycle costs.

It is expected that the chosen firm/individual will assist the City of Nashua to evaluate all studies completed to date, assist the City with analyzing facility development approaches (in particular, rent vs. own), work with City officials to identify candidate sites and assist the City with the development of procurement tools (RFP) for the next steps of project development.

SECTION 3: GENERAL INFORMATION

1. Status of Information

- The City shall not be bound by any oral or written information released prior to the issuance of the RFP.
- The City shall not be bound by any oral or written representations, statements or explanations other than those made in this RFP, in City written responses to vendor inquiries or in a formal written addendum to this RFP.

2. Communication With the City

Proposers are advised that from the date this RFP/RPQ is issued until the award of the contract, NO contact with City personnel related to this solicitation is permitted, except as shall be authorized by the designated City contact persons.

3. Proposer Inquiries

All inquiries regarding this solicitation shall be in writing and addressed to:

Thomas F. Galligani, Jr., Economic Development Director
galliganit@nashuanh.gov

4. Addenda to the RFP

- The City shall issue a response no later than Tuesday, August 25, 2015 at 3 p.m. to inquiries received by Friday, August 21, 2015 at 3 p.m. related to substantive issues and any other corrections or amendments to the RFP it deems necessary prior to the proposal due date in the form of written addenda.
- It is the proposer's responsibility to assure receipt of all addenda. Proposers shall acknowledge the number of addenda received as part of their proposals.

5. Modified Proposals

- A proposer may submit a modified proposal to replace all or any portion of a previously submitted proposal up until the Proposal Due Date and Time and, if applicable, up until the due date and time set for the submission of Best and Final Offers.
- The Evaluation Committee shall consider only the latest timely version of the proposal.

6. Withdrawal of Proposals

A proposal may be withdrawn in writing only prior to the Proposal Due Date and Time or, if applicable, up until the due date and time set.

7. Late Proposals, Late Modifications and Late Withdrawals

- Proposals received after the Proposal Due Date and Time are late and shall not be considered.
- Modifications and Withdrawals received after the Proposal Due Date and Time and/or, if applicable, after the due date and time set for the submission of Best and Final Offers, are late and shall not be considered.

8. Confidentiality

- Proposers shall specifically identify those portions of the proposal deemed to be confidential, proprietary information or trade secrets and provide any justification why such material, upon request, should not be disclosed by the City.
- Information deemed by the proposer to be confidential or proprietary shall be easily separable from the non-confidential/proprietary sections of the proposal.

9. Costs Incurred By Proposers

The City shall not be liable for any costs incurred by proposers in the preparation of proposals or for any work performed in connection therewith.

10. Oral Presentations and Interviews

The City may require proposers to give oral or visual presentations in support of their proposals or to exhibit or otherwise demonstrate the information contained therein.

11. Discussions/Negotiations/Best and Final Offers

The City reserves the right to enter into discussions/negotiations with one or more proposers and to subsequently request the submission of best and final offers from those proposers who, after the conclusion of such discussions/negotiations, are still under consideration for award. No proposer shall have any rights against the City arising from an invitation to enter into negotiations or to submit a best and final offer.

12. Proposer Acceptance of RFP and Contract Provisions

Submission of a proposal signifies to the City the proposer's intention to compete for the award of the particular contract(s) and that the proposer understands and accepts that the terms and conditions specified in the RFP and the City's Standard Terms and Conditions shall become part of the final contract.

13. Contract Award

- The contract(s) resulting from this solicitation shall be awarded to the qualified proposer(s) offering proposals that the City determines to be the most advantageous, based on the evaluation factors set forth in the RFP.
- Any proposed contract award shall be subject to the approval of the Board of Aldermen and Mayor.

14. RFP Postponement/Cancellation

The City reserves the right to postpone or cancel this RFP and to reject all proposals.

SECTION 4: PROPOSAL PROCEDURES AND REQUIREMENTS

1. Evaluation Committee

The Evaluation Committee shall be comprised of a minimum of four (4) persons qualified to evaluate the components of this solicitation. If deemed appropriate by the City, the Committee may be expanded to include additional members.

2. Evaluation Committee Procedures

- All proposals received on or before the Proposal Due Date and Time at the location specified in the RFP/RQ will be evaluated to determine whether they meet the minimum qualification requirements set forth in the RFP.
- Only those proposals meeting all the Minimum Qualification Requirements will be evaluated, rated and ranked by applying the Evaluation Criteria set forth in the RFP.
- The Evaluation Committee will make a determination to:
 - Award a contract based on initial proposals from all or a “short list” of proposers.
 - Conduct discussions/ negotiations with all or a “short list” of proposers. Should the determination to conduct discussions/ negotiations with all or a “short list ” of proposers be made:
 - The City may require proposers to give oral or visual presentations in support of their proposals or to exhibit or otherwise demonstrate the information contained therein;
 - Upon completion of the discussions/negotiations, the Evaluation Committee will request that all proposers still under consideration for award submit a best and final offer by a common due date and time;
 - The Evaluation Committee will evaluate, rate and rank the best and final offers by applying the Evaluation Criteria set forth in the RFP.
- A contract will be awarded to the qualified proposer whose proposal the City determines to be the most advantageous based on the evaluation factors set forth in the RFP.

3. Minimum Qualification Requirements

All proposals received on or before the Proposal Due Date and Time and at the location specified in the RFP will be reviewed to determine whether they meet the Minimum Qualification Requirements set forth in the RFP. Proposals failing to meet the Minimum Qualification Requirements listed below will be declared non-responsive and shall not be further considered for award.

The proposal shall be responsive to all the material requirements of the RFP as indicated:

- Proposal Cover Letter
- Program Proposal
- Approach to the Scope of Work
- Statement of Qualifications
- Proposed Action Plan, Time Frame and Expectations
- Acknowledgment of Addenda
- Price Proposal

4. Evaluation Criteria

Firms responding to this RFP should be of adequate size and sufficiently staffed to perform the assignment described above. The firm/individual will be evaluated and selected based on design and technical competence, the capacity and capability to perform the work within the time allotted, past record of performance, and knowledge of State and Municipal procedures, appropriately weighted in descending order of importance.

The Evaluation Committee shall evaluate and rate all proposals that meet the Minimum Qualification Requirements by applying the Evaluation Criteria listed below.

- **Program Proposal**

- The applicant's demonstrated understanding of and ability to comply with the City's requirements in this RFP.
- **Qualifications, Experience and Past Performance**
Applicants shall prove to the satisfaction of the City that they are responsible proposers and possess the necessary qualifications and experience. This shall include a description of the company's qualifications and those of the individual(s) who will be working on the behalf of the City. The applicant shall provide names and telephone numbers of persons familiar with such projects as references for each. Applicants should emphasize their experience in performing similar work for other jurisdictions that provide services of essentially similar scope and magnitude as the City of Nashua.

- **Pricing Proposal**

5. Proposal Package

The Proposal Package shall contain the following:

- **Proposal Cover Letter**

The proposer shall submit a Cover Letter transmitting their Proposal Package to the City. The Cover Letter shall be signed and dated by an individual authorized to enter into a contract with the City on behalf of the proposer.

- **Program Proposal**

In this section, the applicant is to develop the proposed program concept in narrative form. As the proposal will be judged on content, not length, a clear, concise narrative is recommended. The following elements must be provided:

- **Approach to the Scope of Work**

The respondents must provide a summary of the approach the firm will take in addressing the needs of the City of Nashua as outlined in the scope of work in Section 5. The respondent must clearly articulate their ability to develop a clear and concise report to include the information specified herein.

- **Statement of Qualifications**

The Statement of Qualifications is a presentation of the qualifications and experience of the proposing organization and the staff who will be providing these services. At a minimum, this segment shall include a narrative, describing the proposer's programmatic, creative, financial and managerial experience, with an emphasis on the provision of services similar or related to those required by the Scope of Work described in Section 5 of the RFP. The Statement of Qualifications must address the following:

- **Related Experience**

Address overall capabilities as they relate to the firm/individual's ability to conduct studies and provide assistance of a similar scope and nature. Resumes of the individuals, who will perform the work outlined in this proposal, including their capabilities and experience conducting similar work, are highly recommended.

- **Subcontractor/ Subcontracted Tasks**

Each respondent should submit a list of any tasks that will be subcontracted and a list of the subcontracting firms. The ideal firm will be able to either perform these tasks in-house or operate as the lead contractor and sub-contract the individual work items and create a final, comprehensive work product. The City of Nashua reserves the right to approve any sub-contractor of the lead contracting firm's team.

- **Client References**

Each respondent should provide three professional references for similar work that has been performed by your firm including the names, addresses, titles and telephone numbers of the person most familiar with the work.

Additionally, proposers may submit copies of any other materials which will permit the City to better evaluate the organization in digital format only (e.g., letters of reference, recommendations, news articles, awards, sample work, other evidence of successful experience, etc.).

- **Proposed Action Plan, Time Frame and Expectations**

Each respondent should submit an outline of what the City can expect as part of the proposal along with applicable timelines and a proposed action plan. Please keep in mind the City's general expectations as outlined above.

- **Acknowledgment of Addenda (Appendix A)**

The proposer shall complete and submit the Acknowledgement of Addenda form, attached as Appendix A, as part of the Proposal Package. This form serves as the proposer's acknowledgment of the receipt of any addenda, which may have been distributed by the City prior to the proposal due date and time.

- **Price Proposal**

Each proposer should submit project costs for services along with a payment schedule and an explanation of how fees are established.

6. Proposal Package Submission Requirements

- **Due Date and Time**

Proposal Packages are due on or before Tuesday, September 1, 2015 at 3:00 p.m. at the Purchasing Office, City Hall, at 229 Main Street, Nashua, NH.

- **Original Proposal and Copies**

Proposers shall deliver one (1) original and four (4) copies and one (1) CD/DVD in a sealed envelope/package.

- **Address**

The outer envelope enclosing any materials submitted in response to this RFP shall be addressed as follows:

FROM:	Proposer Name/Address
TO:	Purchasing Office City of Nashua 229 Main Street Nashua, NH 03060 Attention: Dan Kookan – Purchasing Manager
Subject:	RFP0265-090115 Public Health & Community Services Facility Cost Estimation and Site Selection Services

Proposers shall be responsible for informing any commercial delivery service, if used, of all delivery requirements and for ensuring that the information required above, appears on the outer envelope used by such service.

7. Proposal Package Checklist (Appendix B)

The Checklist itemizes each component/document that is to be submitted as part of the Proposal Package. The Proposal Package Checklist form must be affixed on top of the applicant's cover letter and must indicate that all required documents are included in the submission.

SECTION 5: SCOPE OF WORK

The City of Nashua desires to move the existing Public Health & Community Services Division from the existing building at 18 Mulberry Street to a new facility. The City of Nashua owns property close to the existing facility that could be a viable site for the proposed new facility. There are also a number of privately owned sites that the City has considered which could be acquired and used to construct a new facility. The City has also considered leasing existing sites and buildings to house the Division. As any future Public Health and Community Services facility includes unique requirements, including two separate lab facilities and a health clinic, a decision to build versus lease may be more complicated. It is anticipated that code requirements for such a facility may complicate attempts to site this facility in a multi-tenant building. The City is seeking assistance to evaluate various site options and recommend a sound approach to developing a functional and cost effective facility for the long term.

The study to be produced under this project will occur in a series of phased steps. Each proposer, as part of their submission, must assign the percentage of the overall project costs that each phase represents as part of their proposal. Said costs will be negotiated with the selected designer based upon the estimated level of effort assigned to each phase in the proposal. The City reserves the right to terminate the project after completion of any given phase for any reason. The City reserves the right to revise the Scope of Work at any time as long as the requested revisions are within the limits of remaining available funds and/or subject to appropriation of additional funds. The services and/or studies necessary for each of these phases are listed below. After completion of each phase, the consultant shall review the findings with the City representatives before starting work on the subsequent phase.

Task 1: Review of Public Health & Community Services Requirements

- The consultant shall meet with the Director of Public Health and Community Services to review and recommend space needs for the Division. The consultant shall evaluate these needs to provide a recommendation regarding total square footage required for the Division and to insure that these estimates are in conformance with any code requirements for the proposed facilities. Said recommendation shall take into account the potential needs of each Department over the next ten years.
- Estimated square footage requirements for the facility have previously been developed and are attached to this RFP (see Appendix).

These requirements shall be reviewed with the City representatives before further work on subsequent phases.

Task 2: Evaluation of Constructing New Facility on City-owned Property

Evaluate siting the new facility on three City-owned parcels (please see map in Appendix D).

- a. Provide an analysis of the site layout considering access, circulation and parking requirements to determine if the recommended building can be built at these locations. Provide a recommended building plan with a workable layout to demonstrate the feasibility

of locating the facility at this site and how said building would meet the space, storage and circulation requirements for the Division. Issue a written report to City representatives.

- b. Provide an analysis of the facility and the regulatory and permitting process that would be necessary to develop a building at this location. Determine if any variances or other waivers would be necessary. Issue a written report to City representatives.
- c. Provide a high level analysis of the traffic and safety issues associated with the proposed use of the site. Issue a written report to City representatives.
- d. Meet with City representatives regarding sub-components “a” through “d” of Task 2 - shown immediately above.
- e. Provide an estimate of development costs for the proposed facility, breaking down the costs for site work and all appurtenances (such as water, sewer, electric, other utilities, etc.) and the building separately. Issue a written report to City representatives.
- f. Provide an estimate of operating and maintenance costs on a yearly basis for the building for the next 30 years. Issue a written report to City representatives.
- g. Meet with City representatives regarding sub-components “e” and “f” of Task 2 - shown immediately above.

Task 3: RFP and Proposal Evaluation of option to Acquire or Lease Space for the Public Health and Community Services Facility

- Assist City staff with the development of a Request for Proposals (RFP) to seek available sites for sale or for lease that would house the Division and its space needs for the next 30 years. While it is anticipated that City staff would develop the RFP, the consultant will be available to advise the City on how to structure the solicitation, in consideration of the City’s needs, siting requirements and applicable building codes.
- Assist the City with the review of submitted proposals. The consultant will review plans, specifications and financial terms submitted to the City for each completed proposal. The consultant will be available to participate in site visits to each of the sites and to advise the City about the feasibility of each proposal.
- Assist the City with an analysis of site and financial feasibility of each proposed lease or acquisition opportunity. The consultant will develop a written report evaluating and ranking each of the submitted proposals, considering site suitability, feasibility and cost to the City of Nashua.
- Meet with City representatives regarding Task 3.

Task 4: Comparison of Alternatives

- Based upon the results and direction provided by the City, the consultant will compare selected City-owned sites identified in Task 3 with selected lease/acquisition sites identified in Task 3. The consultant will evaluate the site characteristics, site feasibility and the overall financial cost to the City. The consultant will utilize a Discounted Cash Flow Analysis to analyze the overall, long-term financial cost to the City of Nashua (30 years) and issue a written report to City representatives.

SECTION 6: REQUIREMENTS AND AUTHORITY OF THE CITY OF NASHUA

1. Summary

This Request for Proposals does not commit the City of Nashua to award a contract, pay any costs incurred in the preparation of the proposal to this request, or to procure or contract for services. The City of Nashua reserves the right to accept or reject any or all proposals received as a result of this request, negotiate with any qualified source(s) or cancel, in part or entirely, this Request for Proposal, if it is in the best interest of the City of Nashua and collaborators to do so.

All work performed on behalf of the City of Nashua becomes the property of the City of Nashua including, but not limited to, hard copy, CD's, DVD's, databases, plans, maps, etc. All final reports prepared under the contract shall be the property of the City of Nashua and may not be used or reproduced in any form without the explicit written permission of the City of Nashua.

The City of Nashua has the authority to terminate its contract with the consultant at any time during the term of the contract without cause with a written 14-day notice to terminate and pay the consultant for work performed to date. In this event, the consultant shall deliver all completed work products, which shall become the property of the City of Nashua.

2. Selection

Selection will be based on the firm's experience and qualifications as described in the consultant's submittal and ability to provide the required services. The City of Nashua and its partners may conduct interviews with one or more of the most qualified firms submitting proposals.

Proposals will be reviewed by a team of City senior staff members.

Any questions regarding this request for proposals should be directed to:

Thomas Galligani at galliganit@nashuanh.gov or phone 603.549.3260.

SECTION 7: ADDITIONAL TERMS AND CONDITIONS

1. Award of Contract

The City shall select a Contractor by means of a Notice of Award. Neither the selection of a Contractor, nor the issuance of a Notice of Award, shall constitute the City's acceptance of a proposal or a binding commitment on behalf of the City to enter into a contract with the Contractor, as any binding arrangement must be set forth in definitive documentation signed by both parties and subject to all requisite approvals.

Following issuance of the Notice of Award, the selected contractor shall be required to enter into a contract with the City of Nashua. The terms and conditions of this RFP shall be incorporated into and made a part of the final agreement. The City reserves the right to negotiate the terms and conditions of the contract with the selected Vendor.

2. Right Of Rejection By The City

Notwithstanding any other provisions of this RFP, the City reserves the right to award this Contract to the Contractor that best meets the requirements of the RFP not based solely on price factors. Further, the City reserves the right to reject any or all proposals prior to execution of the written agreement for any or no reason and without penalty to the City.

3. Compliance With Laws

A selected Contractor shall pay for, at its sole cost and expense, and maintain during the Contract, and any extension thereof, all applicable permits, licenses, approvals, tariffs, tolls and fees and shall comply with all laws, ordinances, rules, orders and/or regulations of any governmental entity or agency in conjunction with the performance of the Contract.

4. Insurance

Contractor shall carry and maintain in effect during the performance of services under this contract.

- General Liability insurance in the amount of \$1,000,000 per occurrence, \$2,000,000 aggregate;
- Professional Liability Insurance \$1,000,000;
- \$1,000,000 Combined Single Limit Automobile Liability;
- Workers' Compensation Coverage in compliance with the State of New Hampshire statutes; \$100,000/\$500,000/\$100,000.

The Contractor shall maintain in effect at all times during the performance under this contract all specified insurance coverage with insurers. None of the requirements as to types and limits to be maintained by Contractor are intended to and shall not in any manner limit or qualify the liabilities and obligations assumed by Contractor under this contract. The City of Nashua shall not maintain any insurance on behalf of Contractor. Subcontractors are subject to the same insurance requirements as Contractor and it shall be the Contractor's responsibility to ensure compliance of this requirement. The parties agree that Contractor shall have the status of and shall perform all work under this contract as an independent contractor, maintaining control over all its consultants, sub consultants, contractors, or subcontractors. The only contractual relationship created by this contract is between the City and Contractor, and nothing in this contract shall create any contractual relationship between the City, consultants, sub

consultants, contractors, or subcontractors. The parties also agree that Contractor is not a City employee and that there shall be no:

- Withholding of income taxes by the City;
- Industrial insurance coverage provided by the City;
- Participation in group insurance plans which may be available to employees of the City
- Participation or contributions by either the independent contractor or the City to the public employee's retirement system;
- Accumulation of vacation leave or sick leave provided by the City;
- Unemployment compensation coverage provided by the City

Contractor will provide the City of Nashua with certificates of insurance for coverage as listed and endorsements affecting coverage required by the contract within ten calendar days after the City issues the notice of award. The City of Nashua requires thirty days (30) written notice of cancellation or material change in coverage. The certificates and endorsements for each insurance policy must be signed by a person authorized by the insurer and who is licensed by the State of New Hampshire. General Liability, Employers' Liability and Auto Liability policies must name the City of as additional insured. Contractor is responsible for filing updated certificates of insurance with the City of Nashua's Risk Management Department during the life of the contract.

- All deductibles and self-insured retentions shall be fully disclosed in the certificates of insurance.
- If aggregate limits of less than \$2,000,000 are imposed on bodily injury and property damage, Contractor must maintain umbrella liability insurance of at least \$1,000,000. All aggregates must be fully disclosed on the required certifications.
- The specified insurance requirements do not relieve Contractor of its responsibilities or limit the amount of its liability to the City or other persons, and Contractor is encouraged to purchase such additional insurance, as it deems necessary.
- Contractor is responsible for and required to remedy all damage or loss to any property, including property of the City, caused in whole or part by Contractor or anyone employed, directed, or supervised by Contractor.

Regardless of any coverage provided by any insurance, Contractor agrees to indemnify and shall defend and hold harmless the City and , its agents, officials, employees and authorized representatives and their employees from and against any and all suits, causes of action, legal or administrative disclosed on the required certificate of insurance, proceedings, arbitrations, claims, demands, damages, interest , attorney's fees, costs and expenses of any kind or nature in any manner caused, occasioned, or contributed to in whole or in part by reason of any negligent act, omission, or fault or willful misconduct, whether active or passive, of Contractor or of anyone acting under its direction or control or on its behalf in connection with or incidental to the performance of this contract . Contractor's indemnity, defense and hold harmless obligations, or portions thereof, shall not apply to liability caused by the sole negligence or willful misconduct of the party indemnified or held harmless.

5. Assignment

Vendor shall not assign, transfer, convey, sublet, delegate.

6. Governing Law

The Contract and all of the rights and obligations of the parties under the same shall be construed according to the laws of the State of New Hampshire as an agreement made and to be performed within the said state and any action, suit or proceeding in connection with or arising as a result of the Contract shall be heard only in the State Courts of the State of New Hampshire located in Hillsborough County.

**APPENDIX A
ACKNOWLEDGMENT OF ADDENDA**

This form serves as a proposer's acknowledgement of the receipt of addenda which may have been distributed prior to the proposal deadline.

**RFP0265-090115
PUBLIC HEALTH & COMMUNITY SERVICES
FACILITY COST ESTIMATION AND SITE SELECTION SERVICES**

Please list below the dates of issue for each addendum received in connection with this RFP.

- ☐ Addendum #1 Dated _____, 2015
- ☐ Addendum #2 Dated _____, 2015
- ☐ Addendum #3 Dated _____, 2015
- ☐ Addendum #4 Dated _____, 2015
- ☐ Addendum #5 Dated _____, 2015
- ☐ Addendum #6 Dated _____, 2015
- ☐ Addendum #7 Dated _____, 2015

Check the box, below, if no addenda were received.

- ☐ No addendum was received in connection with this RFP.

PROPOSER'S NAME: _____

PROPOSER'S SIGNATURE: _____

**APPENDIX B
PROPOSAL PACKAGE CHECKLIST**

1. All of the items listed below must be submitted to the City in a **sealed envelope**. One (1) set of originals and four (4) sets of copies of the Proposal Package, and one (1) CD/DVD, which include each of the following documents:

- ☐ **Proposal Package Checklist**
- ☐ **Proposal Cover Letter**
- ☐ **Program Proposal**
 - ☐ Approach to the Scope of Work
 - ☐ Statement of Qualifications
 - ☐ Proposed Action Plan, Time Frame and Expectations
 - ☐ Acknowledgment of Addenda
- ☐ **Price Proposal**

2. Outer Sealed Envelope must be addressed as follows:

FROM: Proposer Name/Address

TO: Purchasing Department
City of Nashua
229 Main Street
Nashua, NH 03060
Attention: Dan Kookan – Purchasing Manager

Subject: RFP0265-090115
Public Health & Community Services Facility Cost Estimation and
Site Selection Services

Appendix C

PUBLIC HEALTH AND COMMUNITY SERVICES DIVISION SPACE NEEDS ASSESSMENT

Community Health Department

The Community Health Department provides services that protect the public's health by ensuring that individuals are tested, treated or provided vaccinations that protect the entire community from communicable disease. This department is comprised of nurses and outreach workers who provide health screenings and clinics for Child and Adult Immunizations, flu clinics, Blood Pressure Clinics and Tuberculosis testing. This department also conducts the city's Sexually Transmitted Disease clinic. The clinic provides testing, exams, laboratory services and treatment of infectious STD's

The space needs of the Community Health Department include clinic, laboratory, waiting area and office spaces.

There are currently seven full time staff in this department (Manager, Administrative Assistant, four Public Health Nurses and an Outreach Worker). This department also has several part-time staff (Medical Director, Nurse Practitioner and several per-diem nurses). The Manager and nurses need private offices to conduct their work. They are in constant communication with medical providers and discuss confidential medical information. Walls that reach to the ceiling and doors that are able to close are a critical necessity to ensure compliance with patient confidentiality requirements. A waiting area and reception area are needed for clinic operations, as well as a laboratory with space for specimen collection and testing, vaccine storage (both refrigerated and frozen) and phlebotomy processing.

This department is our second busiest as far as client flow and must provide a waiting area that is separate from any main areas of the building to provide as much protection of privacy as possible. Vaccine storage at proper temperatures is critical and must be backed up by generator power in the event of a power outage. There are currently four exam rooms which are always busy during clinic operation. Each exam room needs plumbing for hand-washing sinks, sufficient counter space for exam tools and samples and appropriate lighting and space for exam tables and several chairs. The clinic needs appropriate storage space for confidential files, office and medical supplies, and office and medical equipment.

Department	Purpose	Office Space
Community Health	Office Space	Manager, Medical Director, Nurse Practitioner, 4 Public Health Nurses, Per-Diem Nurse work station, Bilingual Outreach Worker, Administrative Assistant, Grants Administrator
	Support Space	Meeting Room, seats 8-10
	Support Space	Clinic Reception area and Waiting Room, seats 20

	Support Space	Clinic Waiting Room restroom
	Support Space	Lab/vaccine refrigerators and freezers/specimen holding and prep/sink
	Support Space	4 Exam Rooms/hand wash sinks/counters
	Support Space	2 Interview Rooms
	Support Space	Phlebotomy Station
	Support Space	Educational Materials Storage
	Support Space	Clinic Storage/medical equipment and supplies
	Support Space	Patient Bathroom/Specimen collection
	Support Space	Printers, Fax
	Support Space	TV
	Support Space	Filing Cabinets/Records Storage
	Support Space	Shelving

Environmental Health Department

The Environmental Health Department has the regulatory health oversight of over 500 food service establishments for their licensing and inspections. This department also addresses community nuisance complaints and concerns regarding living hazards such as squalor conditions and bed bug infestations. Other regulatory functions of this department include septic system approvals, over 200 public pool and spa inspections, oversight of emergency food recalls announced by the FDA or NH Bureau of Food Protection, participation in all food-borne disease outbreaks caused by Salmonella or Hepatitis A in a restaurant, asbestos removal oversight, rabies specimen collection and transportation, dog bite investigations, inspections of child care centers and foster care homes, and condemnation of housing if not fit for human habitation.

The space needs of the Environmental Health department include office, reception and laboratory space.

There are five full time employees in this department (Manager, Administrative Assistant, and three Environmental Health Specialists). The laboratory is used for food testing, pool and spa water testing for harmful bacteria, holding and transporting of rabies specimens, insect identification and collection, such as bed bugs, cockroaches and lice, and identification and preparation of specimens for transport and further testing. It is also used for calibrating and maintaining equipment for inspections. Storage of specimens and testing media require several refrigerators. All refrigerators must be connected to an emergency generator in order to ensure the integrity of testing materials and samples. Chemical usage in the lab requires a venting hood and emergency shower and eye stations. Counters and floor must be laboratory grade, non-

porous and sufficient to safely conduct tests with solid, liquid and gaseous substances. A shower is needed in the building for the Environmental Health Technicians. They are often walking through extremely unsanitary conditions such as feces or raw sewage and should not be entering their own personal vehicles to drive home and further contaminate other surfaces and areas and potentially expose others to contaminants and pathogens.

Department	Purpose	Office Space
Environmental Health	Office Space	Manager, Office Manager, Lab Director, 3 Environmental Specialists, Intern Work Station
	Support Space	Lab/chemical and supply storage
	Support Space	Waiting Room, seats 3-5
	Support Space	Meeting Room, seats 6-8
	Support Space	Printers/Fax/Typewriter/Shredder
	Support Space	Dispatch Unit/Radios
	Support Space	Filing Cabinets
	Support Space	Shelving
	Support Space	Storage Cabinets
	Support Space	Educational Materials Storage
	Support Space	Shower

Community Services Department

The Community Services department includes the Division Director, an Administrative Assistant, Epidemiologist, Community Health Educator, Substance Misuse and Prevention Coordinator, a regional Public Health Emergency Preparedness Coordinator, CDC Associate and the Program Coordinator for the Division's Community Health Improvement Plan and Accreditation Oversight. Along with the Managers of the three other departments in the Division, this is the team that makes up the Senior Staff. The Division Director also serves as this department's Manager.

The work conducted by this department encompasses cross-departmental projects such as Accreditation, Strategic Planning, and completion of Community Health Assessments (CHA) and Community Health Improvement Plans (CHIP). The Nashua Division of Public Health and Community Services is working towards becoming the first accredited health department in the State of New Hampshire, and has invested much time and effort into conducting and publishing a statistically significant Community Health Assessment which leads the State in methodology and scope of indicators. Due to the exceptional quality of the CHA and the methodology developed for data gathering, the United States Centers for Disease Control and Prevention (CDC) invited the Division's Epidemiologist to assist the CDC in revising its tool used to gather data in the field. The

CHA is been used by Southern NH Medical Center and St Joseph Hospital to enhance their Community Benefit reporting and is continually used by non-profit agencies in the greater Nashua region when looking for reliable demographic and health data for grant applications.

This department also oversees the regional Public Health Advisory Council and the current health priority workgroups focused on Obesity, Access to healthcare and Mental Health. Community projects that have come from these workgroups are having a significant impact on the residents of Nashua and the Greater Nashua region. Projects have included expanded and enhanced community gardens, trail signs and lighting on the Heritage Rail Trail, community-wide walk/ride events, health fairs at schools and community organizations such as The Boys and Girls Club, YMCA and Amherst Street Elementary School. Community resources have been created and disseminated to explain the Health Insurance Marketplace and Health Resources available throughout the region. Professional trainings and round tables have taken place addressing Substance Misuse and helping School Counselors connect with Mental Health professionals to provide more awareness and services for their students.

Department	Purpose	Office Space
Community Services	Office Space	Director, Health Program Specialist, Program Coordinator, Epidemiologist, Finance Manager, PH Emergency Preparedness Coordinator, Substance Misuse Prevention Coordinator, Substance Misuse Treatment Coordinator, CDC Associate, Healthy Homes Coordinator, Obesity/Interns
	Support Space	Waiting Room, seats 3-5
	Support Space	Meeting Room, seats 8-10
	Support Space	Small meeting Room, seats 3-4
	Support Space	Printers/Fax/Laminator
	Support Space	Filing Cabinets
	Support Space	Outreach Materials Storage
	Support Space	Storage - Emergency Response supplies
	Support Space	MACE - Emergency Response, seats 15, equipment storage

Welfare Department

The Welfare Department provides interim emergency assistance for low income residents through a voucher system. Assistance is available with rent, food, utilities and prescription medication.

This department works collaboratively with local social service agencies to ensure that Nashua residents in need of services are directed to the agency that is most capable of addressing their needs, significantly decreasing duplication and misappropriation of resources. This department

interviews and assists thousands of clients annually. Each applicant is screened for eligibility and must meet strict eligibility requirements for assistance.

The space needs of the Welfare Department include office space and client intake and waiting areas.

There are seven full time staff (Manager, Administrative Assistant, Intake Worker and four Welfare Case Technicians). The intake area needs to be built to ensure client confidentiality while discussing personal information and eligibility. Each technician, as well as the Manager, work with clients and must be able to have a work area that ensures client confidentiality during application interviews. This department is the most consistently busy in the Division and must provide a waiting area that is separate from any main areas of the building to provide as much protection of privacy as possible.

Department	Purpose	Office Space
Welfare	Office Space	Manager, Intake Worker, Administrative Assistant, 4 Case Technicians
	Support Space	Waiting Room, seats 20
	Support Space	Meeting Room, seats 8-10
	Support Space	Waiting Room toilet
	Support Space	Printers/Fax
	Support Space	Filing Cabinets
	Support Space	Shelving
	Support Space	Storage Closet

Space Needs shared by the Division

Mailroom, lunch/break room, library/resource materials, storage for outreach and education supplies, AV equipment, pop-up tents, outreach bicycles, filing storage for archives, maintenance closets, mop closet, bathrooms/shower, larger board room/conference area, large meeting/training room with AV capabilities.

Department	Purpose	Office Space
Shared Space	Support Space	Division Conference Room, seats 40-50
	Support Space	Board Room, seats 15-20
	Support Space	Bathrooms

	Support Space	Break Room, seats 15-20
	Support Space	Record Storage
	Support Space	Mail Room
	Support Space	Outreach and Education Storage closets/cabinets/shelves
	Support Space	Maintenance Office/Storage
	Support Space	Maintenance Closets/mop
	Support Space	Library/Resource Materials
	Support Space	Storage - A/V equip, tents, tables, bicycles
	Support Space	Reception
	Support Space	Media center

Appendix D

PUBLIC HEALTH AND COMMUNITY SERVICES DIVISION MAP OF POSSIBLE PUBLICLY-OWNED SITES

